

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

September 22 - [City Council Meeting Agendas](#)

Looking Ahead

Most boards are holding meetings virtually. Check the [meeting calendar](#) for updates. [Click here for how to submit or make public comments during virtual meetings.](#)

Thursday, September 24:
Parking Authority & Social Services Advisory Board meetings

Monday, September 28: Parks & Recreation Advisory Board

Stay Informed!

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- **LISTEN!** [DEFROST](#) True Crime podcast
- **LISTEN!** [Rouss Review](#)



The Winchester Police Department participated in the Family Day community event at Frederick Douglas Park on September 14.

City Manager's Highlights

Staff are preparing for the new City Manager's arrival.

The Park will be hosting a Basic Dog Obedience class on Saturdays, October 3-November 7. Register by September 30 [online](#) or call 540-662-4946.

Application deadline for round 2 of the CARES Act business and non-profit grants is September 30. [More Info](#)



Public Safety

Winchester Police

- Conducted traffic sign training and delivered signs (CARES Act).
- Attended virtual Valor Awards meeting, Crisis Negotiation Team training, virtual Crisis Intervention training, and Emergency Communications Center supervisory meeting.
- Conducted fitness testing and interviews for applicants.
- Continued working with the FBI regarding the DEFROST podcast cold murder case.
- Drafted 2 policies and distributed 13 to employees for review.
- Conducted SWAT training and field training officer school.
- Participated in Family Day event at Frederick Douglas Park.
- Crime stats:
 - Crimes against persons (felony) - 1
 - Crimes against persons (misdemeanor) - 14
 - Burglaries (residential) - 0
 - Burglaries (commercial) - 0
 - Property crimes/other - 23

Winchester Fire and Rescue

- Met with contractors and City directors to discuss classrooms at the training center to allow social distancing due to COVID.
- Held monthly Volunteer Leadership meeting.
- Administered flu vaccines to City employees.
- Attended Lord Fairfax EMS Council protocol meeting.
- Announced Battalion Chief promotional assessment process.
- Attended 9/11 Mission BBQ event. Staff set up a table to hand out fire prevention materials and engage with the community.
- Held weekly senior staff meeting with Chief and Assistant Chiefs.
- Produced video series with Communications Department for posting to social media during Fire Prevention Week.
- Met with Westminster Canterbury about future residential development and emergency response.
- Presented arson case to grand jury.

Police Activity	#
Calls for Service	602
Directed Patrols	18
Directed Patrols (OTW)	1
Extra Patrols	33
Extra Patrols (OTW)	0
Alarms/False Alarms	27/27
Crash Reports	7
Traffic Citations	45
Traffic Warnings	25
DUI/DWI	0
FOIAs Answered	4
Special Events Permits Received/ Approved	0/0 51 YTD

Fire Activity	#
Fire	1
Overpressure	0
EMS/Rescue	92
Hazardous Cond.	2
Service Call	6
Mutual Aid Given	7
Good Intent	6
False Alarms	9
Special Incident	0
Plan Review	0
Reinspections	5
Inspections	0

Emergency Management

- Participated in the Our Health fair and distributed masks and hand sanitizers to patrons.
- Preparing masks/hand sanitizer bags for public distribution as part of the VA Department of Emergency Management (VDEM) Health Equity Pilot Program.
- Participated in a working group with Region 2, VDEM and others for the state THIRA policy (Threat and Hazard Identification and Risk Assessment).
- Prepared radio codes for the upcoming Fire and Rescue radio programming project.
- Worked with Sheriff's Office to finalize mobile radio updates for vehicles.
- Distributed of PPE and other COVID related supplies to various departments.

Development Services

Zoning and Inspections

- Completed:
 - 68 building permit inspections and 80 building permits (\$1,146,886 valuation).
 - 41 code enforcement inspections and initiated 29 new cases
 - 3 new business reviews (1 Zoning User Permits general business, 2 Zoning User Permits home business)
 - 0 PDSP permits
- Removed 0 signs from the public right-of-way (YTD=89).
- Significant projects:
 - 326 Amherst St. - interior renovation (\$226,083)
 - 300 Campus Blvd. - solar array (\$440,249)
 - 400 Campus Blvd. - solar array (\$187,340)

Date	Address	Description	Value
09/10/2020	402 N CAMERON ST	DEMO DRY WALL	\$1,500
09/10/2020	444 N BRADDOCK ST	NEW HEAT PUMPS	\$3,400
09/10/2020	404 406 N KENT ST	REPLACE GAS FURNACE	\$3,400
09/10/2020	512 MARION ST	GAS METER RELOCATION	\$1,680
09/10/2020	406 408 S CAMERON ST	SIDING REPLACEMENT	\$20,000
09/10/2020	404 406 N KENT ST	REPLACE GAS FURNACE	\$100
09/10/2020	2504 S PLEASANT VALLEY RD	BUILDING MOUNTED SIGN	\$1,000
09/10/2020	536 JEFFERSON ST	ALT TO ADDRESSABLE SYSTEM	\$23,500
09/11/2020	1451 GREYSTONE TERR	OH SVC UPGRADE	\$3,000
09/11/2020	800 ARMISTEAD ST	REMODEL 20-1455	\$700
09/11/2020	420 WHARTON CIR	WATER HEATER & EXPANSION TANK	\$0
09/11/2020	2731 PAPERMILL RD STE 7	DETACH MUDROOM & OVERLAP ROOF	\$200

Date	Address	Description	Value
09/11/2020	203 BAKER ST	REWIRE ONLY	\$1,200
09/11/2020	335 N PLEASANT VALLEY RD	REPLACE FIXTURES	\$2,200
09/11/2020	15 E HART ST	ROOF OVER EXISTING STOOP	\$1,500
09/11/2020	1049 HETH PL	CEILING FAN 19-2578	\$185
09/11/2020	410 MILLWOOD AVE	HVAC, 1 RECEPT	\$500
09/11/2020	2177 HARVEST DR	NEW FIXTURES	\$10,000
09/11/2020	412 HIGHLAND AVE	REMODEL	\$3,500
09/11/2020	432 W CECIL ST	ADD LTS, SWS, & RECEPTS	\$1,000
09/11/2020	1451 GREYSTONE TERR	REMODEL ATTIC INTO BEDROOM	\$8,225
09/11/2020	1216 BERRYVILLE AVE	CHANGE OF USE 20-1441	\$3,400
09/11/2020	2175 HARVEST DR	NEW FIXTURES	\$10,000
09/11/2020	106 N CAMERON ST	FREESTANDING SIGN	\$70
09/11/2020	1712 AMHERST ST	REMODEL 20-1484	\$1,000
09/11/2020	326 AMHERST ST	INTERIOR RENOVATION	\$226,083
09/11/2020	326 E PICCADILLY ST	EXPANSION TANK	\$200
09/11/2020	326 AMHERST ST	NEW SIGNAGE	\$3,000
09/11/2020	425 STONEWALL AVE	ADDIT & UG SVC UPGRADE 19-3200	\$6,500
09/14/2020	1419 RAMSEUR LN	REPLACE FIXTURES	\$3,400
09/14/2020	1419 RAMSEUR LN	NEW APPLIANCE	\$1,475
09/14/2020	1024 N BRADDOCK ST	FOUNDATION REPAIR	\$800
09/14/2020	2325 2329 MIDDLE RD	REPLACE FIXTURES	\$5,000
09/14/2020	2325 2329 MIDDLE RD	REMODEL & ADD MASTER BATH	\$30,000
09/14/2020	142 HAWTHORNE DR	FRONT PORCH	\$7,000
09/14/2020	2325 2329 MIDDLE RD	NEW A/C & FURNACES	\$10,000
09/14/2020	2217 PAPERMILL RD	BUILDING MOUNTED SIGN	\$5,000
09/15/2020	11 S LOUDOUN ST	PROJECTING SIGN	\$719
09/15/2020	410 W MONMOUTH ST	DECK, RETAINING WALL & SWIM SP	\$15,000
09/15/2020	2969 SORRELL CT	REPLACE GAS WATER HEATER	\$400
09/15/2020	2400 ROOSEVELT BLVD	SOLAR ARRAY	\$0
09/15/2020	335 N PLEASANT VALLEY RD	REMODEL 20-1314	\$2,000
09/15/2020	301 N CAMERON ST	REMODEL 20-1471	\$0
09/15/2020	709 LAKE DR	SUBPANEL 20-1380	\$1,800
09/15/2020	310 WEST LN	SOLAR ARRAY 20-1562	\$48,692

Date	Address	Description	Value
09/15/2020	664 VIRGINIA AVE	REPLACE METER, SAME-FOR-SAME	\$900
09/15/2020	903 CRESTVIEW TERR	REPLACE GAS WATER HEATER	\$400
09/15/2020	3085 SHAWNEE DR	BUILD SMALL DECK	\$1,500
09/15/2020	2950 SORRELL CT	FINISH BASEMENT, 1 BEDROOM 1 B	\$7,500
09/15/2020	312 WALKER ST	SUBPANEL 20-1380	\$1,500
09/15/2020	420 WHARTON CIR	WATER HEATER & EXPANSION TANK	\$4,303
09/15/2020	647 BATTLE AVE	UG SVC UPGRADE	\$5,000
09/15/2020	2950 SORRELL CT	NEW FIXTURES	\$0
09/16/2020	412 HIGHLAND AVE	REPLACE FIXTURES	\$1,500
09/16/2020	400 CAMPUS BLVD	SOLAR ARRAY	\$187,340
09/16/2020	816 PENNSYLVANIA AVE	REPLACE WATER SERVICE	\$1,800
09/16/2020	300 CAMPUS BLVD	SOLAR ARRAY	\$440,249
09/16/2020	19 23 N BRADDOCK ST	REMOVE & REPLACE 2ND & 3RD FLO	\$21,765
Total			\$1,142,086

Economic and Workforce Development

- Attended the annual Museum of the Shenandoah Valley Business Forum; former Governor Terry McAuliffe discussed the Virginia economy.
- Held the September monthly Economic Development Authority meeting.
- Participated in a Housing and Urban Development call with other entitlement communities to hear updates regarding the Community Development Block Grant CARES Act funding and its appropriate uses.
- Met with four business owners to review their CARES Act Emergency Grant applications before they submit. A total of 22 businesses have submitted for Round 2 thus far.
- Met with developers working on and considering projects in Winchester.

Arts and Vitality & Old Town

- Attended Old Town Winchester Business Association Meeting to inform business owners of remaining Small Business Relief Grants through the Old Town Advancement Commission (OTAC) and CARES Act Emergency Grants through the City.
- Met with OTAC Chairperson to review remaining projects for 2020 and Windependent! Weekend which is the Shop Local Movement created by OTAC to encourage "putting your money where your heart is."
- Scheduled three e-commerce seminars for local businesses for the month of October leading up to the holiday season.
- Completed walkabout in Old Town to speak with businesses about upcoming educational resources.

Planning

- Staffed the September 15 Planning Commission meeting where the following items were discussed:
 - CU-20-438 - Request of Sarah Zane Firehall LLC for a Conditional Use (CU) Permit to convert ground floor of a single-family detached dwelling to multi-family use, per Section 9-2-16 of the Zoning Ordinance, at 305 N Loudoun Street- forwarded recommending approval
 - CU-20-439 - Request of RCI Properties LLC for a Conditional Use Permit to construct a non-compliant fence, per Section 18-9-4 of the Zoning Ordinance, in the front yard of 206 Wyck Street- forwarded recommending approval
 - CU-20-440 Request of Karen Darby for a Conditional Use Permit under Section 17-2-5(B) of the Zoning Ordinance pertaining to renovations in excess of 35% of the building value for a nonconforming structure during a one year period at 417 Fairmont Avenue- forwarded recommending approval
 - Reviewed the three public hearing items that were carried over from the August regular meeting:
 - Planned Unit Development (PUD) rezoning for a 198-unit multifamily development on a 6.23-acre site along the west side of Spring Street - further tabled at applicant's request
 - PUD rezoning for a 36-unit multifamily development on a 2-acre site along the north side of W. Jubal Early Drive addressed as 1811 Roberts Street - forwarded recommending approval
 - Conditional Use Permit for the Cameron Square development along N. Cameron Street to allow more than 85 units on a single lot and/or within a single building- further tabled at applicant's request
 - Authorized admin approval of a site plan revision at City Yards and decided to require a public hearing on the Berryville Ave Royal Farms site plan.
- Participated in the September 16 Metropolitan Planning Organization Policy Board meeting conducted virtually. A number of Smart Scale projects were approved.
- Continued work on the Comprehensive Plan chapter narrative updates and statistical analyses.

Winchester/Frederick County Tourism

- Had several virtual meetings regarding the new CARES Open and Safe campaign. The strategy for asset collection, messaging and media plan are all coming together very quickly and we are expecting a launch of October 1 for that campaign.
- Had several virtual planning meetings for the Virginia Tourism Virtual FAM Tour that is taking place this week. There are approximately 25-30 international travel writers (mostly in eastern Canada) who are either participating live or viewing it afterwards. This has taken a lot of time to pre-record at 3 sites here, edit the photos and video, narrate it, and deliver it to Virginia Tourism.
- Held monthly Tourism Board meeting.
- Continued working with staff at the City and County on budget and board appointment details that are being addressed by the Joint Finance Committee and an updated tourism MOU agreement between the two entities.

Public Services

- Placed in service the new 3 million gallon water storage tank located at the end of Strothers Lane (behind National Fruit).
- Completed the first concrete pour for the foundations for the new buildings at City Yards.
- Held monthly progress meetings with the contractors and VDOT for two projects - Green Circle Trail Phase III and the trails at the Museum of the Shenandoah Valley. Both projects are progressing very well.
- Met with adjacent property owner to discuss the repairs the City will be making to the river sidewalls on the North Fork of the Shenandoah River where the City draws its water supply.
- Continued with preparations for migrating the utility billing software from the City's server to the cloud hosted by the software vendor.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	8,707
Water service lines replaced (number)	4	410
Water meters replaced (number)	125	6,136
Sanitary sewer mains replaced/lined (linear feet)	8	6,705
Sanitary sewer laterals replaced (number)	2	148
Sanitary manholes replaced (number)	0	47
Sidewalks replaced (linear feet)	0	39,697
Sidewalks repaired (linear feet)	0	195,292

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	.80	Lane miles
	Potholes repaired	0	101	#
	Mowing	15.63	348.10	Acres
	Miles of streets swept	60.1	2,322.89	Miles
	Tons of leaves hauled	0	58.50	Tons
Trees	Dead/diseased trees removed	0	161	#
	Trees trimmed	14	776	#
	Stumps removed	0	173	#
	Trees planted	0	242	

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Traffic	Street signs Installed/replaced	1	424	#
	Pavement markings repainted (City)	364	12,007	Linear feet
	Pavement markings repainted (contractor)	0	665,997	Linear feet
Refuse & Recycling	Refuse collected	147.25	5,014.53	Tons
	Recycling collected	27.46	1,545.176	Tons
	Large item pickups	0	101	#
Transit	Total passengers	3,442	58,531	#
	Revenue miles pick up/drop off	6,505	102,445	Miles
	Revenue hours pick up/drop off	599.90	9,783.91	Hours
Utility billing	Payments processed	1,569	52,006	#
	New bills mailed out	3,389	50,635	#
	Water services turned off (non-payment)	0	125	#
Water treatment plant	Average daily water demand	5.56	5.67	Million gallons/
	Peak daily water demand	6.31	7.81	day
Wastewater treatment plant	Average daily flow treated	9.29	7.53	Million gallons/
	Peak daily flow treated	15.64	17.21	day
Water distribution and wastewater collection	Water main breaks repaired	0	12	#
	Water meters read	1,054	58,184	#
	Fire hydrants flushed	35	923	#
	Sewer mains cleaned	4,832	120,694	Linear feet
	After-hours call outs	2	97	#
Engineering	Site plans reviewed	0	83	#
	Floodplain permits issued	3	35	#
	Utility as-builts reviewed	0	5	#
	Right-of-way permits issued	12	776	#
	Land disturbance permits issued	0	10	#
	Stormwater facility inspections	0	64	#
	Erosion and sediment control inspections	32	1,057	#
	Erosion and sediment notices to comply	0	0	#
Facilities Maintenance	Work requests completed	22	699	#
	Special events assistance	0	14	#
	Maintenance of pedestrian mall	28	1,066	Staff hours
Equipment maintenance	Total repairs completed	117	1,682	#

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Winchester Parking Authority	Work requests completed	6	171	#
	Special events - assistance provided	0	3	#
	Vandalism or property damage issues	0	10	#
	New monthly rentals	4	108	#
	Monthly rental cancellations	1	157	#
	Total monthly leases in all autoparks	+3	1,093	#
	Available monthly spaces in all autoparks	-3	319	#
	Hourly parkers (all four garages)	1,871	61,881	#
	Park-Mobile transactions	642	9,563	#
	Meter violations	45	4,972	#

Parks & Recreation

- Completed second full week of the full-day childcare program and the registration numbers are much lower than anticipated with no indication that registrations will increase. We are continuing to monitor the overall program and may need to make some administrative revisions within the next couple of weeks.
- Continued mowing neighborhood parks and Jim Barnett Park. The lack of maintenance staff coupled with the rapid growth of grass during the previous 3-4 weeks is challenging maintenance staff. We are diversifying staff from other divisions to supplement maintenance until staff can be hired. This is the first week the revised work plan for the Maintenance Division has been implemented. Recruitment for one full-time Maintenance Technician and two seasonal Maintenance Technicians is ongoing.
- Opened registrations for music lessons. We are also in discussions with the Yoga instructor to re-open Community and Veterans Yoga. All offerings will adhere to the criteria specified in the Governor's re-opening plan.
- Met with Planning and Public Works Departments to finalize plans for the Ruth Jackson Memorial Park dedication planned for Thursday, October 15, 2020 at 11:00 am.
- Attended information session with Literacy Volunteers to share information regarding this year's childcare program.
- Began recruiting for vacant Administrative Assistant and Lifeguard positions.
- Met with Department of Forestry to review the inventory of dead and standing Ash trees in Jim Barnett Park and to discuss the Ash Tree Removal and Replacement Cost-Sharing Program. The application to participate in the program was submitted to the Virginia Department of Forestry.

Social Services

- Received 48 Benefit Program applications: 23 SNAP, 19 Medicaid, 4 TANF, 0 VIEW, 2 Child Care, 0 Auxiliary Grant, 0 General Relief-Burial, 0 Home Energy Assistance Program
- Provided case management to: 4,308 Medicaid, 1,676 SNAP, 72 TANF, 17 Auxiliary Grant, 47 individuals receive VIEW services, 46 families/89 children receive Child Care Subsidy Assistance.
- Reopened to the public using new protocols – social distancing, reduced waiting room capacity, and new buzzer/intercom system. Individuals with benefits-related questions or documentation can continue to email WDSS at dssbenefits@winchesterva.gov.
- Attended a webinar on transitioning IV-E case files to the COMPASS, VDSS's new online platform. All Title IV-E case files will transition over the course of the next 6 months. Began preparations for the October QAA review, which includes 27 IV-E cases.
- Benefits staff participated in VDSS' regional roundtable and monthly COVID meetings.
- Child welfare staff participated in a regional meeting on how to best serve children that have been born substance exposed and their families.
- Staff participated in the weekly Investigative Multidisciplinary Team (MDT) meeting. The use of multidisciplinary teams improves the investigative response and service delivery to children and families.
- Staff participated in a webinar entitled: White/Black: A Tale of Two Opioid Epidemics.

Weekly Activity	#
Clients walk-ins/drop-offs	24/90
Child Protective Service (CPS) referrals/case management load	5/38
CPS family assessments & investigations of alleged maltreatment	28
Placed "on notice" for foster care entry by JDRC	7
Children in/entered/exited foster care	52/0/2
Adoption subsidy cases/adoptions finalized	51/0
Benefit program fraud & overpayment referrals/investigations/recoupment claims	4/30/119
Family Service intakes/case management load	2/8
Family Partnership Meetings	10
Adult Protective Service referrals	0
Adult Protective Service investigations/intakes	12/6
Adult services case management load	4
Adult guardianships/cases	1/82
Uniform Assessment Instrument screenings	6
Interstate Compact on the Placement of Children (ICPC) case management	1

Communications

- Distributed the September 16 CitE-News issue. [View](#)
- Handled 1 media requests for City information and staff interviews; 2 inquiry for WPD.
- Finalized the new recruitment video for the Police department.
- Designed a poster and social media graphics for the Parks' new dog obedience training program.
- Filmed and began editing 5 videos for Fire Prevention Week with the Fire Marshal and Chief. Will be released each day that week.
- Began evaluating and prioritizing the City's forms for conversion to web-based forms.
- Continued updating the website and TV channel and promoting services on social media.
- Worked with vendor to set up new encoder which will allow for live streaming of the TV channel online. Began branding efforts of the site. Expect to go live next week.
- Finalized the "Pandemic News" and sent to the printers. Newsletter will be mailed to all city addresses (paid for with CARES Act funds).

311 Requests Received	#
FOIA	8
New Recycling Bin	2
Missed Trash/Recycling Collection	-
Trash on Property	-
City Tree Issue	-
Inoperable Vehicle	1
Dead Animal in Road	1
Ask a Question	3
Pothole	-
Street Light Out	-
Tall Grass	-
Water/Sewer Billing Issue	1
Total/YTD	16/428

Date	Articles in <i>The Winchester Star</i>
9/15	Grafton claims city improperly billed it for taxes
	Family Day unites local residents
9/16	City's EDA ready to resume in-person meetings
	Local, state firefighters endorse council candidates
	WPS student cellphone, dress code policies revised
9/17	City panel hesitant to approve new convenience store
	Open Forum: Believes in Bell's abilities to be open-minded, get the job done

Support Services

Innovation & Information Services

- Setup and start configuration of Firewall/AP replacements for Friendship Fire station.
- Reviewed Patrol PC temporary placements and network setup for upcoming construction.
- Troubleshoot & resolved web access for Winchester Public Schools students at Parks utilizing wireless network.
- Worked with contractor on responsive design for new Personal Property programs.
- GIS:
 - Finished NG911 Q3 data corrections.
 - Deployed upgraded Voting District Mapping application.
 - Reviewed another 21 spotted lanternfly sightings submitted through [Stop the Spotted Lanternfly Hub](#).
 - Created mobile-friendly [Election Results dashboard](#) that users can switch between while in main desktop dashboard.
 - Continued configuring Election Results dashboard. Added Constitutional Amendment questions to dashboard.

Help Desk Tickets	Received	Closed
Accounts	9	9
Email	6	3
GIS	3	3
Hardware	16	18
Infrastructure	1	1
Information Only	4	4
Naviline	2	1
Network Folder	-	2
Not Assigned	6	-
Reports	5	3
Software	8	17
Count	60	43